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An Equal Opportunity Employer

TO: All Managers and Supervisors

FROM: Alan D. Degner
Commissioner

DATE: October 10, 2003

SUBJECT: DWD Policy 2003 – 08
Smoking Policy

PURPOSE: To reissue DWD's smoking policy

RESCISSION: DETS Communication 89-99 issued April 11, 1990
DWD Communication #C93P-2173

CONTENT: As of August 1, 1994, no smoking is allowed in DWD owned or leased space.

EFFECTIVE DATE: Immediately

REVIEW DATE: October 10, 2005

OWNERSHIP: DWD Human Resources

ACTION: As of August 1, 1994 smoking is not allowed in any DWD leased or owned building space. Please remind all employees of this policy.

cc: Administrative Entities
Grant Recipients